

Summary Report for Individual Task
011-15Q-3006
Develop an Air Traffic Control Letter of Agreement (LOA)
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USAACE foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: In an air traffic control facility, given FAA JO 7210.3, TC 3-04.81, and AR 95-2, you are assigned as the facility chief with a requirement to develop a letter of agreement (LOA). Some iterations of this task should be performed in MOPP 4.

Standard: Develop a LOA, ensuring proper coordination between agencies, format and process the LOA IAW FAA JO 7210.3, TC 3-04.81, and AR 95-2.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: You identify a requirement to develop a letter of agreement (LOA).

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: FAAO JO 7210.3 is a non-APD linked reference; this publication can be found on the Federal Aviation Administration (FAA) website under "Air Traffic Plans and Publications" or by going to the following address: http://www.faa.gov/air_traffic/publications/.

Performance Steps

1. Determine that the conditions requiring the creation of a letter of agreement (LOA) exist.
 - a. Prepare a LOA when conditions exist as determined by the FAA in FAA JO 7210.3, Chapter 4-3-1.
 - b. Prepare a LOA when Army-specific conditions exist as identified in TC 3-04.81, Appendix A, Paragraph 9.
2. Negotiate the LOA with the other persons, facilities, or organizations whose cooperation and concurrence is necessary.
3. Develop the LOA IAW FAA JO 7210.3, Chapter 4-3-3.
4. Format the LOA IAW TC 3-04.81, Figure A-1.
5. Coordinate the LOA with the appropriate FAA Regional Department of the Army Representative (DAR) office.
6. Process the LOA for approval.
 - a. Prepare the LOA in final form incorporating any DAR guidance, if applicable.
 - b. Establish an effective date, acceptable to all parties involved, that permits sufficient time for distribution and for participating facilities and user groups to familiarize personnel, revise directives, flight charts, etc., and complete other actions.
 - c. Sign the LOA and obtain signatures of other authorities as required.
7. Distribute the LOA.
 - a. Distribute copies of the signed LOA to each participating facility or organization, the FAA DAR, and other interested offices.
 - b. Forward a copy of the signed LOA to the U.S. Aeronautical Services Detachment-Europe (Europe only) or the Eight Army ATC coordinator (Korea only) as applicable.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: Setup: Test this task in conjunction with other air traffic control related tasks. Brief Soldier: Tell the Soldier to develop an air traffic control letter of agreement (LOA).

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined that the conditions requiring the creation of a LOA exist.			
2. Negotiated the LOA with the other persons, facilities, or organizations whose cooperation and concurrence was necessary.			
3. Developed the LOA IAW FAA JO 7210.3, Chapter 4-3-3.			
4. Formatted the LOA IAW TC 3-04.81, Figure A-1.			
5. Coordinated the LOA with the appropriate FAA Regional DAR office.			
6. Processed the LOA for approval.			
7. Distributed the LOA.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 95-2	AIRSPACE, AIRFIELDS/HELIPORTS, FLIGHT ACTIVITIES, AIR TRAFFIC (RAR 001, 16 Oct 2008)	Yes	No
	JO 7210.3(USE FAA JO 7210.3)	Facility Operations and Administration(Use Current Version)	Yes	Yes
	TC 3-04.81(FM 3-04.303)	Air Traffic Control Facility Operations, Training, Maintenance, and Standardization	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. It is the responsibility of all Soldiers and DA civilians to protect the environment, and to participate in the Army's Environmental Management System (EMS) at the installation where they are assigned. The key points of an EMS are:

- We are committed to the prevention of pollution.
- We are committed to meeting all applicable legal and regulatory requirements.
- We will strive for continual improvement in environmental management.

A sustainable installation will use resources wisely to support the current mission, without compromising the ability to accomplish future missions.

Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment and reduce waste during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks :

Task Number	Title	Proponent	Status
01-2-9018	Provide Airspace Information Center (AIC) Services (Company AVN)	01 - Aviation/Aviation Logistics (Collective)	Approved
01-4-7566	Establish Air Traffic Control (ATC) Letter(s) of Agreement and Procedures	01 - Aviation/Aviation Logistics (Collective)	Approved
01-4-7531	Conduct Ground Controlled Approach Radar Functions	01 - Aviation/Aviation Logistics (Collective)	Approved
01-4-7537	Provide Airspace Information Center (AIC) Services	01 - Aviation/Aviation Logistics (Collective)	Approved
01-4-7532	Conduct Tower Missions	01 - Aviation/Aviation Logistics (Collective)	Approved

ICTL Data :

ICTL Title	Personnel Type	MOS Data
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15Q30, Air Traffic Control Operator ICTL	Enlisted	MOS: 15Q, Skill Level: SL3
15Q Air Traffic Control Operator ICTL (Consolidated)	Enlisted	MOS: 15Q